

**Director, Wisconsin Supplier Diversity Program Administrative
Program Management Supervisor**

Position Summary

Under general supervision, the Director of the Wisconsin Supplier Diversity Program will be instrumental in reimagining and reshaping the Supplier Diversity Program for the State of Wisconsin. The Director manages a certification program for minority-, disabled veteran- and women-owned businesses as required under Ch. 16, Wis. Stats., and will develop and execute strategies to assist agencies and campuses increase purchasing with minority-, women- and disabled veteran-owned businesses relating to general purchasing, architectural/ engineering services, facilities construction, state highway construction and other activities defined in statute. The Director will educate, encourage and support minority-, women-, and disabled veteran-owned businesses about opportunities to participate in the certification program and compete for state contracts.

The Director directly reports to the Deputy Administrator, Division of Enterprise Operations and the Office of Secretary, Department of Administration. The position will be headquartered in a mutually agreeable Wisconsin location including, but not limited to, state-owned or -leased space or the employee's residential office. The Director will attend weekly meetings with management and subordinate staff in Madison, and travel throughout Wisconsin.

Time, Goals and Worker Activities

25% A. Reimagine, reshape and manage a certification program for minority-, women-, and disabled veteran-owned businesses.

A1. Oversee and maintain rules, policies and procedures implementing minority-, women-, and disabled veteran-owned business certification under §16.283, §16.285 and §16.287, Wis. Stats., and related Administrative Code.

A2. Review and approve/deny applications for certification and recertification to ensure compliance with statutes, rules and policies.

A3. Publish and maintain lists of certified minority-, disabled veteran- and women-owned businesses as required by statute.

A4. Work as necessary with division management and legal counsel to research and resolve issues relating to certification and recertification applications.

A5. Oversee procedures and systems that maintain the confidentiality of personally identifiable information (e.g., income tax records) supplied by businesses seeking certification and recertification.

A6. Assist in the development of budget priorities and projections for biennial budgets and annual operating budgets.

25% B. Develop and execute strategies to assist agencies and campuses Increase purchasing with minority-, women- and disabled veteran-owned businesses.

B1. Develop statewide policies and procedures to help agencies and campuses increase purchasing with minority-, women-, and disabled veteran-owned businesses relating to general purchasing, architectural/engineering services, facilities construction, state highway construction and other activities defined in statute.

B2. Interpret legislation and rules relating to the program and provide policy analysis to management and agencies.

B3. Develop reports for the Governor, Legislature, Secretary and Division Administrator as directed and required by statute.

B4. Establish systems for collection of data and tabulation of statistical information to generate reports on the level of minority, women and disabled veteran-owned participation in enterprise-wide and agency specific procurement activities.

B5. Provide agencies with access to detailed lists of minority-, disabled veteran- and women-owned businesses including, but not limited to, domicile, service areas, product/service offerings and certification status.

B6. Train state agency and campus staff on program policies, business opportunities and reporting requirements.

B7. Monitor state agency performance in meeting program goals, provide regular reports to agency heads on program performance, and recommend corrective action where appropriate.

B8. Act as a liaison between the department/agencies and minority-, women- and disabled veteran-owned businesses on procurement and contract issues.

25% C. Educate, encourage, and support minority-, women- and disabled veteran-owned businesses throughout Wisconsin about opportunities to participate in the certification program and compete for state contracts.

C1. Identify enterprise-wide and agency specific procurement opportunities that may be met by minority-, disabled veteran- and women-owned businesses.

C2. Educate minority-, disabled veteran- and women-owned business owners and related groups on state procurement processes and contract opportunities.

C3. Encourage and provide support for minority-, disabled veteran- and women-owned businesses to register with state systems (e.g., VendorNet, eSupplier) and send procurement solicitations to appropriate businesses.

C4. Design, arrange for and/or present seminars, workshops and information sessions for minority-, disabled veteran- and women-owned businesses and related groups statewide on state purchases, certification criteria, bid specifications, contract compliance, and other pertinent areas related to the procurement process.

C5. Develop and prepare communications promoting contract opportunities and minority-, disabled veteran- and women-owned certification.

20% D. Supervise program staff.

D1. Direct the work activities of program staff to ensure quality, timely and appropriate services.

D2. Hire, assign, train, review, monitor and evaluate the work of program staff.

D3. Plan and implement short- and long-range goals and objectives for the program and effectively communicate them to staff.

D4. Initiate appropriate personnel actions as needed to ensure effective allocation of staff resources and proper classification and compensation of staff.

D5. Provide for job-related training and development of staff in accordance with departmental guidelines.

5% E. Other assignments as directed.

Knowledge, Skills, & Abilities

1. Knowledge of and ability to cultivate a pipeline of Wisconsin minority-, women-, and disabled veteran-owned businesses.
2. Knowledge of procurement and purchasing practices.
3. Ability to lead and work collaboratively with agencies across the enterprise.
4. Ability to advise and communicate with enterprise and agency leadership.
5. Experience with personnel supervision and management.
6. Demonstrated leadership skills such as initiative, advocacy, self-motivation, commitment, productivity, accountability and compliance.
7. Ability to prioritize and problem solve within complex bureaucratic environments.
8. Strong oral and written communication skills, including presentation skills.
9. Knowledge and comfort working with technology.

Special Requirements

- A valid Wisconsin driver's license, or the ability to obtain one's own timely transportation throughout the workday, is required.